

13 NOVEMBER 2013

MEMORANDUM FOR: DISTRIBUTION

FROM: SARTAC/CC

SUBJECT: TRAINING SESSION ANNOUNCEMENT; GROUND TRAINING GROUP 1401

1. General:

- a. When: Sat, 15 February 2014; through Wed, 19 February 2014.**
- b. Training Facility: West Hills County Park, Huntington, NY, 11743**
 - i. Directions are available on the SARTAC website www.nysartac.org.
- c. Fees: (Includes Facility Usage Fees, Meals, and Books)**
 - i. **Trainees: Full Time - \$100;** Part Time - \$20 per day not to exceed \$100.
 - ii. **Staff: Full Time - \$60;** Part Time - \$10 per day not to exceed \$60.
 - iii. Checks or money orders made payable to NYWG Civil Air Patrol.
 - iv. Refunds: All fees incurred are refundable up until the start date of the Academy.

2. Available Training Schools and Prerequisites: (See Attached "Training School Catalogue")

3. Application & Acceptance Procedures (Staff and Trainees)

- a. Follow the procedures on the SARTAC website.
- b. Applications must be postmarked by: Sat, 8 FEB 14. Late apps accepted as room permits.
- c. Consult the SARTAC website for your application's status.
- d. Applicants will be accepted into the various schools on a first come first serve basis.
- e. Senior Member Trainees & Staff may attend Part-Time. Refer to SARTAC website for policy.

4. Required Equipment & UOD (See Attached SARTAC F01 'Minimum Required Equipment')

5. Transportation

- a. The applicant is responsible for arranging and providing their own means of transportation to / from the training facility at their own expense unless the following condition is met:
- b. Pilots desiring to utilize their host unit's CAP Aircraft; OR Licensed personnel desiring to utilize their host unit's CAP Vehicle (COV) for transport to / from the training facility must contact the SARTAC Resources Unit Leader (RESUL) (Capt. Stephanie Collins; SARTACresul@gmail.com) to make arrangements.

6. Lodging: On-site camping accommodations are available for the same fees mentioned above.

7. Reporting & In-Processing

- a. Full-time Staff will report for in-processing by 1800hrs on Friday, 14 FEB 2014 for the Operations Briefing, Required Staff Training (RST), & Required Evaluator Training (RET).
- b. Trainees may report anytime between 1800 Friday, 14 FEB and 0700 Sat, 15 FEB 2014.

8. Graduation, Out-Processing & Dismissal

- a. Graduation will commence sharply at 1500hrs on Wed, 19 FEB 2014 followed by Out-Processing & Dismissal. Family & friends welcome and encouraged to attend Graduation.

9. Certifications & Task Credit

- a. Will be input by SARTAC staff into e-services within one week following graduation.

10. Inquiries

- a. SARTACinfo@gmail.com or visit www.nysartac.org for additional info.

//Signed//

JOSHUA LEBENNS, Major, CAP
NYW SARTAC Director